

The Parish of St Mary-the-Virgin, Wivenhoe
Minutes of the PCC Meeting on Tuesday 18th April at 7.30pm

Welcome & opening prayer: Erwin read from the Coronation Prayers published by The Church of England which referenced the Commonwealth and its peoples.

Present: Erwin Lammens, Rick Cawley; Heather Edwards; Margaret Allison; Eric Jakens; Claudia Alsdorf; Graham Wadley; Bonnie Hill; Glyn Stanway; Douglas McCormick. In attendance Gill Black and James Peters

Apologies: Greg Butler; Sara Batts-Neale; Nick Gustard; Sandra Osborne; Sue Jones; Jane Taylor

Conflict of Interest: James Peters is employed by Ecclesiastical Insurance our insurance provider – his report was his personal view and not that of his employers,

Conflict of Interest & Fit & Proper Person Forms. Forms had been completed and only one was now outstanding.

Minute 2023\43 Safeguarding

Gill Black attended to formally present her Annual Report to the PCC and introduced herself to the PCC and spoke about her experience. A training session was recently held in church for those needing to renew or take the safeguarding course for the first time. Douglas said how much it was appreciated. Marika's assistance on the day was significant. It is known at Diocese level whether key people running activities etc. have undertaken training. Erwin stressed that caring for others and their safety is paramount. The safeguarding folder is opposite the font and has all of the appropriate paperwork. If there is an incident reference can be made to the folder for guidance. It is important to make sure that things are done properly if there is an incident. For those who still need to take the online courses please contact Gill for details.

safeguardingstmarywiv@gmail.com

Minute 2023\44 Health & Safety – James Peters

James attended to formally present his Annual Report to the PCC. James spoke about the various reviews he has undertaken and his understanding of Health of Safety has changed over time. Where there are no employees connected to St Marys some of the legislation does not apply – only HSE section 4 is relevant. To be compliant –we need to evidence that we are actively monitoring our activities and use of the building. Sometimes over reporting or putting too much in place can cause a difficulty. The main areas of risk are safeguarding, slips trips and falls and working from height. If the log book is filled in that is sufficient for slips, trips and falls. The onus for working from height falls to the professionals undertaking the work. James has just written himself out of this H&S role as it is no longer a requirement to have one. James had prepared a Health & Safety overview that will cover all areas of health and safety in the future.

Fire Risk Assessment – we now have a full fire alarm system with smoke detectors (it is a L1 category fire alarm). The fire risk assessment needs to be reviewed every year and a template is available on the Ecclesiastical Insurance website.

Risk Assessments for events are no longer required. Contractors need to be responsible for their own risk assessment. A statement of fact can be put together outlining the difficulties and mitigating any factors that need to be taken into account. E.g. a stone in the chancel is dangerous and the fact that the matter will be addressed. PAT testing still needs to be done and the normal servicing of the electrical and gas boilers to be undertaken, with a full electrical inspection every five years.

Any group using the church will be responsible for the safety of those attending but they may need to have a copy of our electrical certificate etc. If there is a hazard it should be identified to groups hiring the church and annexe.

First aiders are not mandatory for every event.

As we are not an employer Douglas as Churchwarden is the nominated person for Health and Safety and the role of H&S Officer formally retired.

James was thanked for his report and the work he has undertaken in the past whilst in role.

Minute 2023\45

Minutes of the PCC meeting held on the 13th March 2023 were approved and signed.

Minute 2023\46 Matters Arising

- a) **Gardening** – Peter Terry was advised of the pot of money for expenses and had emailed to say how much it is appreciated. See report under Fabric.
- b) **Cemetery** - Erwin had sent a letter to Wivenhoe Town Council to enquire about the plans that they have for the provision of land for a new cemetery. A reply had been received from the Town Clerk –
18 April 2023
Dear Erwin
Thank you for your letter of 28 March 2023, which was considered by the councillors at the Full Town Council meeting yesterday.
In accordance with the Wivenhoe Neighbourhood Plan, Wivenhoe Town Council is still planning to create a new cemetery and councillors have made enquiries with a cemetery development company with regards to planning the site and the options for how high-water table levels can be overcome. However, the council cannot continue with these plans until it owns the land. We are therefore waiting on the developers and the landowner so I am unable to give you a timeframe.
I confirm that there are five burial plots available.
- c) **Independent Examiners Certificate** - has been received and sent to PCC members. Hard copies of the Annual Report were in church for those who wish to have one.
- d) **Electoral Roll members** – as the number of those on the list has reduced during the past 12 months more people are needed to fill in the form and join the roll. The cut off date for this years roll is 25th April.
- e) **Licenses** - Marika has been informed of the PCC's decision.
- f) **Church shed** - Wivenhoe Town Council have been consulted. They responded that a plain colour such as green, black or brown would be preferable. The involvement of The Way group and a design on the shed was not accepted but they wondered if the youth group could do something at the Sensory Garden instead.

Minute 2023\47 Correspondence

Chickens: An email had been received asking if the churchyard could be the new venue for the Wivenhoe chickens. The Standing Committee having considered the request thought it would not be an ideal location. As the churchyard is enclosed by properties on all sides the noise from the chickens might bring complaints from neighbours.

Sunday Club

Dear Erwin,

After this morning's Easter service, I feel I must write to you to offer my congratulations and thanks to all concerned with Sunday Club. Since the relaxing of Covid restrictions and the opening of the annexe we have seen a steady growth in the number of children attending and this is so wonderful to see!

I appreciate that the main reason for these figures is the superb dedication and sheer hard work of the leaders. As a retired teacher I am fully aware of how much preparation needs to go into a good 'lesson' and a Sunday Club session has clear parallels to this.

The children obviously enjoy their time in the Annexe. They often literally skip down the aisle on their way to the club and then return eager to share with the congregation the fruits of their labours.

We all know that the very future of our church lies in the commitment of our young parents and their children. Sunday Club is playing a massive part in ensuring that St Mary's does indeed have a future and I repeat my massive thanks to all who are involved. With good wishes Peter Terry.

Minute 2023\48 Finance

Cash in funds as at 31st March 2023

	Nominal Account Name	February 2023	March 2023
Free of restrictions	General fund for running Church	£70,013.51	£67,224.49
Restricted	Bell fund	£12,054.67	£12,054.67
Restricted	Choir fund	£800.27	£800.27
Restricted	Fabric general	£4,855.91	£4,855.91
Restricted	Fabric - Janet Ashton legacy	£10,000.00	£10,000.00
Restricted	Sheila Carrick legacy	£500.00	£500.00
Restricted	Hugh Brogan legacy	£5,000.00	£5,000.00

Restricted	Janet Richardson legacy	£1,000.00	£1,000.00	
Restricted	Delia Schafle legacy	£22,500.00	£22,500.00	
Restricted	Jane Cole legacy	£10,000.00	£10,000.00	
Restricted	Flower fund	£719.15	£719.15	
Restricted	FOSM	£8,792.86	£8,792.86	
Restricted	Cory maintenance fund	£2,475.00	£2,535.00	
Restricted	Organ fund	£370.00	£370.00	
Designated	Sunday Club	£1,604.44	£1,679.44	
Restricted	Wivenhoe St Mary's Music Society	£1,033.15	£1,033.15	
	Transformation rolling total	£71,560.31	£70,680.37	
Total Funds		£223,279.27	£219,745.31	

Notes:

1. The overall Funds balance exactly with our various bank accounts and those held in the CCLA investment account. The split between the nominal accounts reflects the Treasurer's understanding of those accounts.
2. The trend of the declining balance in the General Fund is worth noting. This means we are spending more than we are receiving and while not of immediate concern the long-term implication is clear.
3. Annual Accounts for 2022 have been approved by PCC and the Independent Examiner and have been signed by the Rector and Church Wardens for inclusion in the Annual Report.
4. The final bills for the Transformation Project have been received and paid and these will be reflected in the April statement of funds.
5. Further sizeable expenditure is expected in respect of the live streaming installation and the fire alarm extension to the main Church, both of which should be completed in April 2023.
6. Other matters worthy of note are the requirements of the Quinquennial Report in respect of external stone repairs, the roof repair to the North Roof and valley guttering and the fact that included in the Transformation Project but not undertaken were the redecoration requirements for the main Church.
7. Gift Aid. Having had the handover meeting with Ian Dimmock there is a possibility that £16,000 can be claimed and under another scheme a further £3,000 may be claimed.
8. There is a diminishing income from congregational giving and there is a need to pay for various fabric related matters which are outstanding or for future maintenance work.

Minute 2023\49 Fabric & related matters - Douglas McCormick & Sue Jones

1. The **live screening installation** is in progress and we await completion and subsequent training on how the system operates. Once this is complete in addition to the live screening the hearing loop and PA system in the Annexe will go live and the monitor screen will also be operational.
2. The **Fire Alarm extension** to the main Church will be installed week commencing 11 April 2023. The installation should take no more than a couple of days. There is just one heat detector in the Rectors Vestry to be finished and then all will be complete.
3. Bakers attended church on Friday 14th to look at the **external stonework** listed requiring repair in the Quinquennial inspection report and provide a price for carrying out the repairs. It is likely this will need to be done in phases to be affordable. Further information will be provided in due course.
4. Inkpen Downie have provided their design, done previously, for a **path and access steps to the East and South side of the Annexe** for consideration by the Fabric Committee. Any recommendations will be brought to PCC.
5. The quotation for **roof repairs** is awaited.
6. The annual **boiler inspection** has been arranged, with thanks to Eric Jakens, for the end of April. The Fire Extinguishers have also had their annual check.
7. The final bills for the **Transformation Project** have now all been paid and the project remains within the previously reported budget.
8. **Gardening** – Peter Terry
With very grateful thanks to Mike and the University, we now have a huge bag of compost for

us to fill our tubs! Margaret has distributed about a third of the old compost around the periphery of the churchyard and this will ensure that we can create an ideal growing environment for our new plants. Graeme has already bought some plants and will negotiate with Deans for a further supply in due course. Thanks to everyone involved thus far - we are making good progress!

The tubs are now filled with plants and we continue to work on the massive ivy that spreads along the wall and over into the garden of our deli neighbours. (I have spoken to them and they are very grateful that the ivy is disappearing!) Jim and Andy, the Council guys continue to empty the bags waiting by the main gate.

Minute 2023\50 Mission & Ministry Partnership - Erwin Lammens

No news yet about a new date for a joint pastoral event.

The plans to launch a Charity for youth work in Greenstead has been suspended. The churches in the MMP will first set up and run some smaller projects of youth work and if there is a need to create a Charity that may be the next step. The MMP Council have met; Heather and Erwin represent St Mary's at the meeting.

Minute 2023\51 Adult & Children's Ministry – Erwin Lammens

Adult ministry and outreach

Café Chill and The Friendly Club remain successful.

St Mary's pastoral visitors team continues to meet every two or three months. The team lost one of their founder members, Bryn Evans. St Mary's will miss him, as many local organisations will as well.

Apart from those whom Erwin contacted no one else responded to the offer to receive communion at home during Holy Week.

Children's and Youth ministry

There will be First Communion on Sunday 2 July for children aged 7 or older after some preparation. All children from 7 can apply.

Jan has received several baptism bookings for the next few months.

The Sunday Club continues to offer good teaching and fun activities based on the Bible readings on Sunday. Numbers of attendance vary between 4 and 12.

The Way, St Mary's youth group for young people aged 11-16, is doing well. Numbers remain between 15 and 20.

Minute 2023\52 To receive reports and take questions on the reports from the following committees.

a) **Fundraising Committee** –Heather Edwards

At least one member of the team is assisting in the St Mary's Childrens Easter Workshop which includes the Café run by Teresa Warren and family. Although not a fundraising event the donation pot will be left out.

Plans are being made for the King Charles III Coronation for Saturday the 6th May, serving hot and cold drinks, squash and biscuits, cake to be confirmed. Again, not a fundraising event but the donation pot will be left out.

Similar event for after the service the following day 7th May, the plans are to have the Tea and coffee available as usual but also some bubbles will be served and cake has yet to be organised.

Meanwhile the June Market the market stall bookings for June are going well, we still have a few spaces left inside and almost half booked up for outside stalls.

The December Market is already fully booked inside with one on the waiting list in case of a cancellation. There are still some spaces outside as well.

b) **Catering** – Mary Jakens

Tea, coffee and cakes were provided for a clergy study day in February.

Plans are in place to serve drinks and nibbles after the morning service on 7th May to celebrate the Coronation of King Charles III.

c) **Worship Group** – Graham Wadley – nothing to report

c) **Colchester Deanery** – Rick Cawley

A comprehensive written report was circulated to the PCC in advance of the meeting.

d) **Wivenhoe Churches Together** - no report

e) **FOSM** – Vivien & Bill Eborn

A batch of traditional Wivenhoe tea towels has been ordered ready for summer sales

f) **Pastoral Visitors** – no report

h) **Administration** – Lynne Horner – nothing to report

i) **Spirituality Steering Group** – Janet Driver – nothing to report

j) **Church Bookings** – a schedule of bookings was circulated.

k) Bellringers – Adrienne Wood

Adrienne has prepared a report for Wivenhoe News on the recent filming by Penny Lane TV. St Mary's bell ringers were featured in a Ring for The King segment broadcast on ITV as part of Alan Titchmarsh's programme Love your Weekend on 2nd April. Although it took a whole day to achieve the small segment shown the content was excellent.

l) Electoral roll – Vivien Eborn

The review of the current electoral roll will take place during April in readiness for the APCM in May.

Minute 2023\53 – Community – Peter Hill Chairman of the following groups

a) Friendly Club

The Club continues to attract new people with usually at least one new person each week. A lot of people enjoy just coming to socialise and seem to appreciate they can have more than one cup of tea or coffee for their £2 entrance fee.

We try to make each meeting a little bit special with piano music, sometimes a music quiz, cakes if it someone's birthday, photographs of old Wivenhoe shown on the screen etc.

For Maundy Thursday, everyone will get a small Easter Egg (it's the thought that counts!) and a Hot Cross bun.

b) Wivenhoe St Mary's Music Society

Time is forever inexorably creeping forward and perhaps not creeping but marching forward as we are now just a few short weeks before the first of our 2023 concerts. We had originally booked Quattro Amici, 4 very talented singers to perform in St Mary's Church in 2020 but the Covid virus had other ideas. They have re-formed and will be performing for us on Friday 28th April. They have a repertoire comprising many beautiful arias and other songs which will sound wonderful in St Mary's Church. Joe Richardson will be their accompanist. Tickets are £10 (including a glass of wine or soft drink).

Minute 2023\54 GDPR, Communications & Licensing Report – Marika Footring.

I have received a letter from CCLI recommending a periodic review of our licensing to ensure that we remain correctly covered for all our activities.

The letter lists the licence that our church does not currently hold.

This is the CLA Church Licence, which allows photocopying and file sharing of non-music publications.

The fee for this is £91 annually.

The youth club and Sunday club leaders were asked if they do relevant copying and if so, for a direction from the PCC to add this licence to our portfolio. Heather has flagged this up and it will be discussed at their meeting.

Minute 2023\55 Overseas – Rosemary Murchie

The following message has been sent By Rosemary to Namalemba on behalf of St. Marys.

Alleluia, Christ is Risen!

Easter greetings to you all from St Mary's Church, Wivenhoe. We hope you have a joyful and blessed celebration. Here in Wivenhoe we will be having our usual Easter services, beginning tomorrow, Good Friday, with a walk of witness when members of all the Churches in Wivenhoe combine to walk through the town carrying a large wooden cross before a service of prayer and meditation about the crucifixion. On Saturday the children have an Easter workshop and prepare our Easter Garden, a small representation of the garden where Jesus was buried, showing the empty tomb. This will be on display at our Easter Sunday services at St Mary's.

We are hoping that you have had good rains this year and that you have been able to plant your crops. Here we had a lot of rain during March, which was much needed as January & February were very dry months and our reservoirs were very low. We are enjoying some spring time weather now, when so many lovely flowers and trees start to bloom and there are so many signs of new life after the darker days of winter.

Wishing you every blessing at this joyful time.

A reply was received from Rachel on the Monday 10th April.

We will be buying chickens as the sustainable part of the project now that Easter is over and the price has returned to normal. Hopefully, I will be able to send these photos in the next few weeks. Blessings to you all, especially over this Easter period. It is such a joy to remember the evidence of hope we were promised. All our love, Rachel and Livingstone.

Minute 2023\56 Any Other Notified Business

- a) Claudia spoke about the provision of a cemetery for the new housing development. A remembrance garden or woodland perhaps. Claudia wondered about the needs of that new community and dealing with mortality.
- b) The setting up of the Youth Panel is still active and members of The Way will be informed

and given the opportunity to participate.

- c) Erwin wished to record his thanks and that of the PCC to Sandra Osborne who had come to the end of her three-year term.
- d) **Annual Parish Meeting** and election of Churchwardens will take place in church at **12.00 noon on Sunday 14th May**.
- e) **The next PCC meeting** will be held on **13th June, 19.30 in the annexe**
The meeting closed at 20.55 and concluded with those present joining together in saying The Grace.